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JOB VACANCY FOR SECRETARY to DIRECTOR

REQUIREMENTS:

1. Graduate from reputable DIII Secretary.
2. Minimum 2 years of experience as a Secretary to Director.
3. Female, age 24 - 30 years old.
4. Computer literate and preferably familiar with Microsoft Office.
5. Proficient in English both written and oral.

DROP YOUR COMPLETE APPLICATION LETTER, CV AND RECENT PHOTOGRAPH TO:

P.O. BOX 4583

JKTF - 11045

Attn : HRD - SDR

Or send to kmrecruiting@kotaminyak.co.id